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February 9, 2009 AASU Faculty Senate Agenda

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The Faculty Senate of Armstrong Atlantic State University will meet in
University Hall, room 156, at 12:10 p.m., Monday February 9th, 2009

AGENDA

- I. Call to Order Kevin Hampton

- II. Approval of January minutes.
 - January 12 (Appendix A)
 - January 16 (Appendix B)

- III. State of the University Address President Thomas Jones

- IV. University Curriculum Committee (Appendix C) Rick McGrath

- V. New business
 - a. Bylaws Second Readings
 - i. Library Committee (Appendix D)
 - ii. Writing Committee (Appendix E)

- VI. Announcements
 - a. New Senate meeting time in Fall 2009
 - b. Called meeting February 20th re: bylaws
 - c. Items from floor

- VII. Adjournment

Appendix A



**Armstrong Atlantic State University
Faculty Senate Meeting
Minutes of January 12, 2009
University Hall rm. 156, 12:10 p.m.**

I. Call to Order

12:19

There were 38 of 40 senators present. Please see Appendix A for a list of attendees.

II. Approval of December minutes with correction/addition for November Minutes

December Minutes: Approved

Addition to November Minutes: Approved

Other action, as related to December minutes:

Senator McGrath raises the point that in accordance with Robert's Rules of Order President Hampton's creation of an Ad Hoc committee to study the issue of ex-officio senate membership was out of order.

The Rules state: "A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee." (RONR 9th ed., p. 482) This language takes precedent over the Senate's Constitution and Bylaws which grant the Presidential right to form Ad Hoc committees.

Point of Order: The previous appointment of Ad Hoc committee was out of order, and is null and void. The issue of ex-officio senate membership is therefore remanded to the Constitution and Bylaws committee. That committee will report findings to the senate at the February meeting.

III. University Curriculum Committee (App C)

Motion from the floor to proceed with curricular items, given the short review period:

Approved.

COE: Approved changes to curriculum

COHP: Approved changes

COLA: Approved changes

COST: Approved changes

IV. Dr. David Carson, VP for Business and Finance & Dr. Ellen Whitford: Presentation on the budget process at AASU.

Dr. Carson provided a hand-out; it is available in hard copy on file with the minutes.

Highlights of presentation:

- * Budgetary process has been shaken by economic state.
- * Portion of budget is top-down, a portion is also bottom-up.
- * Any changes will be transparent.
- * Dr.'s Whitford and Carson are the budget team.

Question from floor: how is this effecting campus construction? Answer: negatively – but not disastrously. Attempts loom to secure bond monies to keep on with established construction dates.

Question from floor: anticipate hiring freeze? Answer: No. It has been discussed but is not anticipated. Follow up question: is there a concern that the BOR will issue such a dictate? Answer: That is a concern.

Question from floor: what are the safety regulations that prevent utility savings by turning off the lights in buildings when they are not in use? Answer: Will check on it.

V. Old Business

- a. Bylaws second readings
 - i. Educational Technology (App D) Approved
 - ii. Interdisciplinary Studies (App E) Approved

Senator Knofczynski brings it to senate attention that the Interdisciplinary committee has some duties relating to hiring and promotion. Senator Winterhalter responds that was the intention as interdiscipline studies increase. Senator White raises issue of disparity regarding the fact that issues of hiring, promotion and tenure are generally handled at the department level, however with interdisciplinary studies it's being handled in a legislative forum. Senator White expresses additional concern that this hasn't been discussed within departments. Senator Winterhalter clarifies that the committee will not be involved in specific cases of hiring or promotions, but will rather be recommending policies and procedures.

At this point, due to departed senators, quorum is broken.

Another meeting is called for Friday, Jan 6, to discuss bylaws. The meeting will be in the Fine Arts Building at 12:10.

VI. Announcements

Pres. Hampton: please be sure to fill out USG Core Curriculum Survey.

Adjourned
12:40

Respectfully Submitted,
Jewell Anderson

Appendix A to January 12 Minutes

Senators present

Anderson, Jewell
Baker, Christopher
Bennett, Katherine
Bevis, Rhonda
Butina, Michelle
Coulton, Kimberly
Craven, Kathryn
Crosby, Joey
Daugherty, Bill
Eastman, Sean
Garrity, April
Gilbert, Catherine
Goeser, Priya
Hampton, Kevin
Hashemi, Ray
Hizer, Todd
Hollinger, Karen
Horah, Richard
Jensen, John
Katz, Frank
Knofcynski, Greg
Lander, Jennifer
Larson, Brett
Logan, Brenda
Loyd, Robert
Mahan, Pamela
McCall, Linda Ann
McGrath, Richard
Moore, Marsha
Nivens, Delana
Riemann, Bryan
Scott, Vann
Tuck, Linda
Thomas, Patrick
Todesca, Jim
White, Nancy
Wimer, Greg
Winterhalter, Teresa

Ex-Officio members present

Whitford, Ellen – VPAA
Watjen, Russell – VP Enrollment Svsc.
Conroy, Shelley – Dean COHP
Finlay, Mark – Int. Dean COLA
Shields, George – Dean COST
Jodis, Stephen – Asst.
Murphy, Dennis – Assoc. VP Acad. Affairs

Appendix B



Minutes
Faculty Senate Called Meeting
January 16, 2009
12:10 p.m.
Fine Arts Building rm. 206

I. Call to Order

12:15.

There were 36 of 40 senators in attendance. Please see Appendix A for roster of attendees.

II. Old Business

- a. Bylaws – Second Reading
 - i. Student Success Committee (App B)Approved

III. New Business

- a. Bylaws – First Readings

Please note: Due to clerical error, neither the Academic Standards Committee nor the International Programs & Activities Committee Bylaws were ready for senate review. The approval granted to Academic Standards (pending formatting changes) is therefore out of order.

- i. Academic Standards Committee (App C)

Points:

- Formatting should match that of other standing committees of the senate

- ii. International Programs & Activities Committee (App D)

Remanded back to committee

Points:

- Membership clarification “select” v. “elect”
- Concerns that appointed members outweigh elected members. Dr. Skidmore-Hess clarifies that elected do populate more of the committee than appointed; however question remains. Additional questions concern the unwieldy nature of the membership size.
- Duties: potential conflict with the Curriculum Committee

Friendly suggestion to change language in the third line of the Duties section from “enhances campus global perspectives in and beyond the curriculum;” to “promotes global perspectives in and beyond the curriculum;”

iii. Library Committee (App E)
Approved

iv. Writing Committee (App F)
Approved

IV. Announcements

V. Adjournment

12:51

Appendix A to January 16 Minutes

Senators present

Adams, Alice
Anderson, Jewell
Andrews, Carol
Bennett, Katherine
Bevis, Rhonda
Butina, Michelle
Coulton, Kimberly
Craven, Kathryn
Eastman, Sean
Fuller, Ann
Garrity, April
Gilbert, Catherine
Goeser, Priya
Hampton, Kevin
Hashemi, Ray
Hizer, Todd
Hollinger, Karen
Jensen, John
Knofcynski, Greg
Lander, Jennifer
Larson, Brett
Logan, Brenda
Loyd, Robert
Mahan, Pamela
McCall, Linda Ann
McGrath, Richard
Moore, Marsha
Nivens, Delana
Simmons, Jack
Skidmore-Hess, Daniel
Thomas, Patrick
Todesca, Jim
White, Nancy
Wimer, Greg
Winterhalter, Teresa
Wolfe, Wendy

Ex-Officio members present

Whitford, Ellen – VPAA
Watjen, Russell – VP Enrollment Svcs.
Wacholz, Patricia –Dean COHP
Finlay, Mark – Int. Dean COLA

Appendix C



**ARMSTRONG ATLANTIC
STATE UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE MEETING**
University Hall 282
Minutes, January 21, 2009

PRESENT: James Brawner, Patricia Coberly, Kimberly Coulton, Sharon Gilliard-Smith, Leon Jaynes, Rick McGrath (Chair), Regina Rahimi, Randall Reese, Leigh Rich (Vice Chair), Ashraf Saad, Jennifer Zettler, Phyllis Panhorst (Catalog Editor)

ABSENT: Dorothée Mertz-Weigel, James Todesca

GUESTS: Brent Feske

CALL TO ORDER. The meeting was called to order at 3:03 p.m. by Chair Rick McGrath.

APPROVAL OF MINUTES. The minutes of November 19, 2008 were approved as presented.

SECTION I. Undergraduate Items Approved

The following items were discussed and approved by the committee and are being submitted to the Faculty Senate for final approval.

I. College of Science and Technology

A. Biology

1. Delete the following program of study emphasis:

**PROGRAM FOR THE DEGREE OF BACHELOR OF SCIENCE IN
BIOLOGY**

(Physical Therapy Emphasis)

Rationale: The B.S. degree in Biology with a Physical Therapy Emphasis was originally created for Biology majors who were considered to be on a Pre-Physical Therapy Track. This emphasis allowed students earning a B.S. Degree in Biology to get one year's credit towards a M.S. degree in Physical Therapy (3-3 system) at AASU. The M.S. in Physical Therapy no longer exists. Now, Pre-

Physical Therapy students opt to get a B.S. degree in Rehabilitation Sciences rather than Biology.

Effective Term: Fall 2009

B. Chemistry & Physics

1. Change the following course credit content and description:

CHEM 3802 Biochemistry II

~~(2-4-3)~~ **(2-0-2)**

Prerequisite: CHEM 3801 ~~and CHEM 2300~~

Description: Chemistry of cellular components: function and analysis of proteins, ~~function,~~ metabolism and biosynthesis of amino acids and nucleic acids, **DNA replication and repair**, DNA manipulations and recombinant technology, DNA transcription, **RNA translation**, protein ~~synthesis~~ **modification**, and regulation of gene expression. ~~Bioanalytical techniques emphasized in lecture and laboratory.~~

Rationale: Presently, CHEM 3802 has 2 hours lecture and 4 hours of lab per week. The course without the lab was taught under a special topics course number spring 2007, spring 2008, and will be taught in the same way spring 2009 to accommodate students who have completed CHEM 3801 and wish to take only the lecture portion of CHEM 3802. The enrollment in this special topics course indicates that there is significant interest in taking the lecture portion of CHEM 3802 without the lab portion. This course discusses DNA, RNA and the latest advancements in the area of molecular biology. In addition, the changes to the course description provide a more detailed description of the lecture topics and remove the reference to the laboratory portion. CHEM 2300 was critical for laboratory component and not lecture. In addition CHEM 2301 is not a prerequisite for CHEM 3801.

Effective Term: Fall 2009

CURCAT:

Major Department: Chemistry and Physics

Repeatable for additional credit: No

Maximum Number of Credit Hours: 2

Grading Mode: Normal

Instructional Type: Lecture

2. Create the following course:

CHEM 3803 Biochemistry Laboratory

(0-4-1)

Prerequisite: CHEM 2300

Prerequisite or Corequisite: CHEM 3802

Description: **Experiments that utilize and teach advanced biochemistry techniques.**

Rationale: The proposed modification to CHEM 3802 to remove the lab component requires that a new course be created to teach biochemistry laboratory

techniques. The general course description allows flexibility as biochemistry changes and the department acquires new instrumentation that can be applied to CHEM 3803. CHEM 3803 is a separate number created to be consistent with similar incidents in the College, e.g., BIOL 3010 and PSYC 4001.

Effective Term: Fall 2009

CURCAT:

Major Department: Chemistry and Physics

Repeatable for additional credit: No

Maximum Number of Credit Hours: 1

Grading Mode: Normal

Instructional Type: Lab

Procedural note: The Chair asked that it be noted that departments are not supposed to offer content as a special topics class for three years in a row before making it into a class unto itself. The creation of the course should have come about earlier.

3. Change the Program for the Degree of Bachelor of Arts in Chemistry:

Track I: Chemistry

B. Major Field Courses

33 hours

Required (20 Hours)

CHEM 2101/2101L - Organic Chemistry I

CHEM 2102/2102L - Organic Chemistry II

CHEM 2300 - Principles of Chemical Analysis

CHEM 3200 - Inorganic Chemistry

CHEM 3401 - Physical Chemistry I

Approved upper-division electives (13 hours) in the major from:

CHEM 3300 Instrumental Analysis

CHEM 3402 Physical Chemistry II

CHEM 3801 Biochemistry I

CHEM 3802 Biochemistry II

CHEM 3803 Biochemistry Laboratory

CHEM 3900 Chemical Research (maximum of 3 credit hours)

CHEM 4100 Advanced Organic Chemistry

CHEM 4200 Advanced Inorganic Chemistry

CHEM 4300 Advanced Analytical Chemistry

CHEM 4400 Advanced Physical Chemistry

CHEM 4500 Chemistry Seminar

CHEM 4940 Special Topics in Chemistry

CHEM 4950 Special Lecture Topics in Chemistry

CHEM 4960 Internship (maximum of 3 credit hours)

CHEM 4991 Advanced Chemical Research (maximum of 3 credit hours)

Transfer credit for similar courses

Track II: Biochemistry

B. Major Field Courses

33 hours

Required (30 Hours)

CHEM 2101/2101L - Organic Chemistry I

CHEM 2102/2102L - Organic Chemistry II

CHEM 2300 - Principles of Chemical Analysis

CHEM 3200 - Inorganic Chemistry

CHEM 3401 - Physical Chemistry I

CHEM 3300 Instrumental Analysis

CHEM 3801 - Biochemistry I

CHEM 3802 Biochemistry II

CHEM 3803 Biochemistry Laboratory

Approved upper-division electives (3 hours) in the major from:

CHEM 3402 Physical Chemistry II

CHEM 3900 Chemical Research – **Biochemistry Approved** (maximum of 3 hours)

CHEM 4100 Advanced Organic Chemistry

CHEM 4200 Advanced Inorganic Chemistry

CHEM 4940 Special Topics in Chemistry – **Biochemistry Approved**

CHEM 4950 Special Lecture Topics in Chemistry – **Biochemistry Approved**

CHEM 4960 Internship – **Biochemistry Approved** (maximum of 3 hours)

CHEM 4991 Advanced Chemical Research – **Biochemistry Approved**

(maximum of 3 hours)

Transfer credit for similar courses

Rationale: Reflects the proposed lecture / laboratory split in CHEM 3802 Biochemistry II.

Effective Term: Fall 2009

4. Change to the Program for the Degree of Bachelor of Science in Chemistry.

B. Major Field Courses

38 hours

CHEM 2101/2101L - Organic Chemistry I

CHEM 2102/2102L - Organic Chemistry II

CHEM 2300 - Principles of Chemical Analysis

CHEM 3200 - Inorganic Chemistry

CHEM 3300 Instrumental Analysis

CHEM 3401 - Physical Chemistry I

CHEM 3402 - Physical Chemistry II

CHEM 4500 – Chemistry Seminar

Two courses from:

CHEM 3801 – Biochemistry I
CHEM 4100 Advanced Organic Chemistry
CHEM 4200 Advanced Inorganic Chemistry
CHEM 4300 Advanced Analytical Chemistry
CHEM 4400 Advanced Physical Chemistry

Two credit hours from:

CHEM 2700, CHEM 2900, CHEM 3801, CHEM 3802, **CHEM 3803**,
CHEM 4100, CHEM 4200, CHEM 4300, CHEM 4400, CHEM 4940, CHEM
4950, CHEM 4960, or 4991/2/3/4

Rationale: Reflects the proposed lecture / laboratory split in CHEM 3802
Biochemistry II.

Effective Term: Fall 2009

5. Modify the pre- or corequisite for CHEM 1010

CHEM 1010 ESSENTIALS OF CHEMISTRY

(3-0-3)

Prerequisite or corequisite: ~~MATH 1101~~ OR MATH 1111 or **MATH 1001**

Rationale: MATH 1101 is no longer offered by the math department and MATH
1001 is the accepted alternative.

Effective Term: Fall 2009

C. Computer Science

1. Create the following course:

CSCI 3370 Human Computer Interaction

(3 - 0 - 3)

Prerequisite: CSCI 1301 or ITEC 1310 or ENGR 1371

Description: Paradigms in user interface design and related human factors.

Topics include: user-system compatibility analysis, techniques for user interface design, methods for interface analysis, multimodal interaction and interaction analysis.

Rationale: Human Computer Interaction (HCI) is a research area of increasingly central significance to computer science, other scientific and engineering disciplines, and an ever expanding array of application domains. This course is designed to help undergraduate students learn to employ user-centered methodologies in the development, evaluation, and deployment of software systems. The course covers areas such as: interaction design and analysis, multimodal interaction, user and task analysis, accessibility standards, and human factors/ergonomics. The course will provide a knowledge bridge towards real world software applications from the human perspective not only for computer science majors but for engineering, information technology and psychology students.

Effective Term: Fall 2009

CURCAT:

Major Department: Computer Science

Repeatable for additional credit: No

Maximum Number of Credit Hours: 3

Grading Mode: Normal

Instruction Type: Lecture

SECTION II. Other Business

Old Business

1. UCC Bylaws regarding graduate curriculum.

Dr. Leigh Rich reported that she spoke with Dr. Dennis Murphy in Graduate Studies regarding the graduate curriculum process. He told her that graduate curriculum changes should first go to the college curriculum committees. After approval at that level, the programs of study and the 6000-level and above courses should go to the Graduate Curriculum Subcommittee for consideration. The 5000-level courses should go to the University Curriculum Committee for consideration of the undergraduate components of the courses, and then to the Graduate Curriculum Subcommittee for consideration of the graduate components of the courses. The Graduate Curriculum Subcommittee sends all approved items to the Graduate Affairs Committee for final approval.

The procedure outline by Dr. Murphy matches the current UCC Bylaws with two exceptions: 1) The UCC Bylaws, while stating that the college curriculum committees have oversight of both undergraduate and graduate curriculum, fails to state that graduate curriculum is first submitted to the college curriculum committees, and 2) The Graduate Curriculum Subcommittee is referred to as the Graduate Curriculum Committee, it's pre-Senate name.

There was discussion of whether anything regarding the processing of graduate curriculum needed to be stated in the UCC Bylaws. It was decided that the Graduate Affairs Committee Bylaws needed to be consulted before any wording was changed in the UCC Bylaws.

2. Course repeat policy

Dr. Regina Rahimi distributed a table developed by her subcommittee showing what the course repeat policies are at public universities in Georgia, South Carolina, and Florida. (See Attachment 1). She reported that the AASU course repeat policy is referenced on the Academic Orientation and Advising website, but it is difficult to find. Her committee also reported that the policy is on page 67 of the Undergraduate Catalog, but it was not indexed. Ms. Panhorst was asked to fix the indexing omission. It was noted that some departments have specific policies regarding course repeats.

It was agreed that the current policy, which places no limits on or penalties for repeating courses, has negative impact in terms of faculty teaching load. More importantly, it can

keep students from enrolling in courses they need and have not had an opportunity to take at all.

The members of the subcommittee agreed that there should be a penalty for course repeats, but did not address what those penalties should be. The handout shows that other schools have a variety of penalties, both academic and monetary.

There was discussion of what issues should be addressed in a course repeat policy. It was suggested that the total number of withdrawals, other than emergency withdrawals, should be limited. It was also suggested that there should be limits on what grades can be repeated (i.e., can a B be repeated). Other issues that should be addressed are what the academic penalties should be and whether retaken grades can count toward graduation honors.

Dr. McGrath instructed the subcommittee to develop some specific recommendations for the next meeting.

3. Final approval procedure

Regarding the point at which UCC items can be sent to the Registrar's Office for processing, the following policy was proposed:

“University Curriculum Committee items that are approved by the Senate without change may be acted upon by the catalog editor and the Registrar's Office immediately following the Senate vote, without the need to wait for the Senate minutes to be approved.”

The proposal was moved and seconded. In discussion, it was pointed out that this will shorten the multi-month delay between when an item is submitted to the college curriculum committee and when it becomes available in Banner. The proposal was approved.

ADJOURNMENT. The meeting was adjourned at 4:16 p.m.

Respectfully submitted,

Phyllis Panhorst
Catalog Editor and Committee Secretary

Appendix D

Library Committee

Bylaws

Mission

The Library Committee will make recommendations to the Senate concerning library issues that affect the educational mission of the university and will act in an advisory capacity to the University Librarian.

Duties

The committee shall review and make recommendations concerning the library budget and library allocations policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Lane Library/Brockmeier Award for Outstanding Junior Faculty Member.

Membership

The voting membership of the committee includes one faculty member from each college, one faculty member from the Library other than the University Librarian, and one undergraduate student member. The University Librarian will be a non-voting, ex officio member of the committee.

Meetings

The committee shall meet at least once each semester. The committee will determine meeting dates and times to be posted on the senate website.

Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Appendix E

Writing Committee

Bylaws

Mission

The Writing Committee will promote student achievement in writing and foster campus-wide support for the principles of effective writing in all academic disciplines.

Duties

The committee shall conduct an annual campus-wide forum and may sponsor other activities to address writing strategies that are generic, program, or discipline specific. The committee will also assist the Director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

Membership

The committee shall consist of seven faculty members and two students: one faculty representative from each of the four colleges of the university, one at-large member, one Faculty Senate Representative, the Director of the Writing Center, one student nominated by the Director of the Writing Center and one undergraduate student nominated by the Student Government Association. The Director of the Writing Center shall serve as an *ex officio*, non-voting member of the committee.

Meetings

The committee shall meet at least twice each semester of the academic year. The committee will determine meeting dates and times to be posted on the senate website.

Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each academic year, the chair of the committee will submit to the Senate a summary report of committee activities.